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FINANCE DEPARTMENT

OFFICE MEMORANDUM

The 4th April 2025

SUBJECT—Prescription of a Common Pension Form for submission and processing through Online Mode (HRMS) in case of Government servants retiring on superannuation.

No. 10983—FIN-CS3-RULE-0001/2024-F.—According to the provisions contained in Chapter-VIII of the OCS (Pension) Rules, 1992 a retiring Government servant has to submit pension particulars in Form-E to the Head of Office at least one year before the date of retirement. Subsequently, the Head of Office and the Pension Sanctioning Authority shall process the same within the stipulated timeline and sanction final pension for authorisation by the Pension Issuing Authority [Principal Accountant General (A & E), Odisha] in Form-F along with Form-E and other documents. Finally, the office of the Principal Accountant General (A & E), Odisha shall check all requisites, assess the amount of Pension and gratuity and issue the Pension Payment Order not later than one month in advance of the date of retirement of the Government servant.

Online pension module has been developed in IFMS since 2017 vide Finance Department OM No. 32888, dated the 13th November 2017 to facilitate the retiring/ retired employees for submission of their Pension Application and processing thereafter at the level of Pension Sanctioning Authority and Pension Issuing Authority aligning with the procedures and forms perscribed in Chapter-VIII of the OCS (Pension) Rules, 1992. Currently, IFMS has been integrated with HRMS for mandatory attachment of e-service book and capturing of employees' information relating to family details, nominee details, service details etc.

Now, a simplified Common Pension Form OCS Pension FORM-E-1 (Annexure-A) has been developed for submission of particulars by the retiring/ retired Government servant online through HRMS in the manner stipulated at Annexure-B.

By order of the Governor

SASWAT MISHRA

Principal Secretary to Government

Form E-1

A. Particulars to be obtained by the Head of Office from the retiring/retired Government Servant

Application No:

1. Details of Government Servant:

Name		Designation last held	
Date of Birth		Date of Joining/ Post held	
<u>Pay Scale at Joining Time</u>		Department/Office last served	
Date of Retirement		Aadhar No.	
PAN No.		Nationality	
Father/Spouse Name		GPF/ <u>PRAN No.</u>	

2. Details of Employee's Address:

Present Address		Permanent Address	
Flat/House No./Bldg. Name		Flat/House No./Bldg. Name	
Street/Locality		Street/Locality	
Village & Post Office/Block		Village & Post Office/Block	
City & District		City & District	
State		State	
Pin Code		Pin Code	
Mobile No		Mobile No	
Telephone No. (If any)		Telephone No. (If any)	
E-mail ID			

Digital Signature
(Head of Office)

Digital Signature
(Pension Sanctioning Authority)

3. Details of Bank through which Pension is to be drawn:

Bank's Name		A/c No.	
IFSC		Branch Name	

4. Family Details

<u>Sl. No.</u>	<u>Name of members of family *</u>	<u>Date of Birth(dd/mm/yyyy)</u>	<u>Relationship with the Govt. servant</u>	<u>Marital Status and Disability, if any</u>
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* in case of 2nd wife, it should be mentioned.

5. Nominee Details

<u>Sl. No.</u>	<u>Type of Benefits</u>	<u>Name, DOB and Address</u>	<u>Aadhar No./Other</u>	<u>Relationship with employee/Pensioner</u>	<u>Marital Status</u>	<u>If nominee is minor, Name, DOB, and Address of person who may receive the amount on behalf of minor</u>	<u>Name, DOB relationship, and Address of alternate nominee in case the nominee under predeceases the employee</u>	<u>Pensionary Benefits</u>	<u>Share to be paid to each</u>
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6. Upgradations/Promotional Benefits(In Chronological Order)

* (Strike out which is not applicable)

<u>Sl. No.</u>	<u>Upgradation/Promotion *</u>	<u>Date</u>	<u>Existing Pay/Pay Scale</u>	<u>Pay/Pay Scale After Upgradation</u>	<u>Option/Remarks, if any</u>
	<u>TBA</u>				
	<u>ACP</u>				
	<u>RACP</u>				
	<u>MACP/DACP</u>				
	<u>PROMOTIONS</u>				
	<u>PAY COMMISIONS</u>				
	<u>Others, if any, (Such as, stepping up....etc)</u>				

Digital Signature
(Head of Office)

Digital Signature
(Pension Sanctioning Authority)

7. Service Details of the Government employee's

Details of Service	
(a) Period of Service	
(b) Period not counted as qualifying service <u>with details such as EOL, Suspension etc.</u>	
(c) Total period net qualifying service	
(d) Any other Service rendered to be added to the qualifying service	
(e) Total Period of qualifying service for determination of pension	
(f) Qualifying service expressed in terms of completed six monthly periods	
(g) Last Pay/Projected last pay on the date retirement	
(h) Amount of Pension Payable per month	
(i) Amount of gratuity payable	
(j) Family Pension Payable	
i. Enhance rate [Rule 56 (4) (a) (i) and (ii)]	
ii. Ordinary rate [Rule 56 (2) (c)]	
(k) Details of Advance. (a) Outstanding Advance :- (i) House Building Advance/Special House Building Advance with Interest:- (ii) Motor Car Advance with Interest:- (iii) Motor Cycle Advance with Interest.	
(b) Outstanding fees for Occupation of Government Quarter Overpayment of pay and allowances including Leave Salary.	
(c) Any other assessed dues payable to Government	
(l) Total Outstanding Government Dues Recoverable	
(m) Amount of gratuity to be withheld for un-assessed dues	
(n) Net Gratuity Payable	
(o) Total amount of Pension to be Commuted <u>(Date of submission/Acknowledgement of Commutation Application)</u>	
(p) Age on next Birth Day	
(q) Place of payment (Treasury/Sub-Treasury)	
(r) Date of commencement of Pension	
(s) Date of commencement of reduced pension after commutation	
(t) Head of account to which pensionary benefits are debitale	

Digital Signature
(Head of Office)

Digital Signature
(Pension Sanctioning Authority)

8. Pensionary Benefits

<u>Pension</u>	<u>Commutation of Pension</u>	<u>Reduced Pension After Commutation</u>	<u>Total Commutation value of pension</u>	<u>Total Retirement Gratuity</u>	<u>Family Pension in the event of death of the Pensioner.</u>		<u>Name of the eligible family Pensioner</u>
					<u>Enhanced Family Pension</u>	<u>Normal Family Pension</u>	

9. Details of provisional Pension/DCRG/CVP sanctioned, if any, with order No. & date.

1. I desire to commute..... (in words) of my pension under the Odisha Civil Service (Pension) Rules, 1992 in accordance with the provisions of the Odisha Civil Services (Commutation of Pension) Rules, 1992.

Note: A member of my family who has been authorized to submit this form on behalf of the retiring/retired Government servant shall not be eligible to apply for commutation of pension.

2. Indicate whether pension/ family pension is also admissible from any other source - Military or Civil or Public sector undertaking/ autonomous body/ local fund under the Central or State Govt. Yes / No

Please indicate the PPO/FPPO No. with amount and date from which received

3. Whether any departmental or judicial proceedings pending against the Government servant? If so, the details thereof:

Yes / No

Declaration (Tick the statement which is applicable)

(1) I am satisfied with the length of qualifying service, emoluments last drawn as defined in 2(1)(e)(a)(b) of the O.C.S (pension) Rules, 1992 to be reckoned for pension/family pension and gratuity.

OR

(1) I am not satisfied with the length of qualifying service, emoluments last drawn as defined in 2(1)(e)(a)(b) of the O.C.S (pension) Rules, 1992 to be reckoned for pension/family pension and gratuity.

Digital Signature
(Head of Office)

Digital Signature
(Pension Sanctioning Authority)

ANNEXURE-B

1. One year prior to retirement, an employee can process his pre-filled Pension documents in HRMS. The pre-filled document will be available at the employee Log In in HRMS. He/ She will verify and give his / her consent and submit it. It will be available for two months. If the employee does not submit the pension documents in HRMS, then his salary will not be processed further.
2. After the employee submits the pension form, the DDO has to verify the Document within 30 days and send it to the Head of Office through HRMS. If the form is found not to be in order, the DDO can return the same for rectification by the concerned employee. The employee has to resubmit the same within 07 days.
3. The Head of Office will edit the data i.e Year of Service, Basic Pension, UULS, Recovery amount & final pension amount etc. If the documents are found in order, HoO will send it to the PSA within 15 days.
4. The PSA can verify & authorize the documents and then send them to AG Office within 15 days. If the PSA finds any discrepancies, then PSA will return the same to HoO within 15 days. The HoO will again resubmit the same within 07 days.
5. After the sanction of final pension & pensionary benefits, AG will share the PPO etc. with IFMS, HRMS & others. If AG finds any error, then AG will return the Pension paper to PSA for correction and reprocessing.